WEBINAR

PLEASE POST ANY QUESTIONS IN THE CHAT BOX

- Webinar is being recorded.

- All presentation slides will be posted to the MOHS website and shared with registered participants.

- All attendees are muted to prevent background noise.

- There will be a Q&A session at the end of the presentation. Additional questions can be submitted to mohs.hsp.application@baltimorecity.gov

MAYOR'S OFFICE OF HOMELESS SERVICES

The Mayor's Office of Homeless Services administers housing, supportive services, shelter services, outreach and other projects for clients who are experiencing homelessness in Baltimore City.

" MOHS pursues the goal of making homelessness rare, brief, and nonrecurring "

HOUSING QUALITY STANDARDS INSPECTIONS

- MOHS is soliciting applicants to receive a competitive service award to provide professional HQS Inspection Services. (Awards between $100,000.00 - $400,000.00)

- All housing units will require a HQS Inspection prior to occupancy and annually throughout client tenancy.

- The Provider will perform inspection of units across the City of Baltimore for single occupancy units, studio, and one (1) to five (5) bedroom units in traditional apartment complexes, attached and detached homes for clients receiving permanent supportive financial housing assistance.

PROJECT TYPES

Inspection Type	Expected Number of Inspections for CoC Project (FY2023)	Expected Number of Inspections for HOPWA Project (FY2023)
Initial Housing/Unit Inspection	200	100
Annual Housing/Unit Inspection	500	550
Client Complaint Inspection	25	200
Quality Control Inspection	125	400
Failed Housing/Unit Re-inspection	250	125
TOTALS	1100	1375

A total 2,475 expected housing inspections for a full term year. Actual inspections to be performed may increase or decrease as a result of demand.

INSPECTION SERVICES

1. Initial Housing/ Unit Inspection – HQS Inspection performed for new clients before unit occupancy.

2. Annual Housing/Unit Inspections – HQS Inspection performed for renewal clients during unit occupancy.

3. Client Complaint Inspections – HQS Inspection performed as a result of client complaint of inhabitable unit conditions.

4. Quality Control Inspections – HQS Inspection completed by either a supervisor or lead inspector.

5. Failed Housing/Unit Re-inspection – A unit that has failed the initial HQS Inspection and needs to be re-inspected for correction to initial inspection findings.

INSPECTION SERVICES

- MOHS program staff will create and send inspection requests to the Provider.

- The Provider will use the City's Housing Pro Software to schedule, track, and communicate with MOHS. (Training will be provided to the Provider}

- The Provider shall provide the property owner and tenant with an inspection summary report.

- The Provider follow Housing Quality Standards (HQS), State, and City housing laws, regulations, and Lead Based Paint visual inspection requirements.

INSPECTION SERVICES

- All inspections must follow Federal, State, and City regulations and guidelines regarding building code, lead based paint protocol, sanitation codes, and other related laws.

- The Provider is required to maintain a turnaround for initial inspections within 10 days of receiving the inspection request.

- A 30 day turnaround is required for failed inspections.

- Abatement of rents after 2nd failed inspection.

BUDGET

- Applicants must submit a 1-year budget (July 1, 2022 to June 30, 2023) with the final application using the budget template provided.

- The budget should consist of service (unit) costs per inspection.

- All applicants must provided services for all Project Inspection Types

- The budget should include the following services:

  - Transportation expenses for housing inspectors

  - Stationary

  - Necessary Equipment

  - Other related expenses to service within the unit (cost per inspections)

COVID-19 RULE

Due to the effects of COVID-19 (also known as the novel Coronavirus) and in accordance with the Centers for Disease Control and Prevention (CDC) guidelines regarding social distancing, the Provider, tenant, and/or property owner/management may waive the requirement to be present during any inspection. The Provider is required to maintain timely notice of failed inspection conditions if tenant and/or property owner/management is not present during inspection.
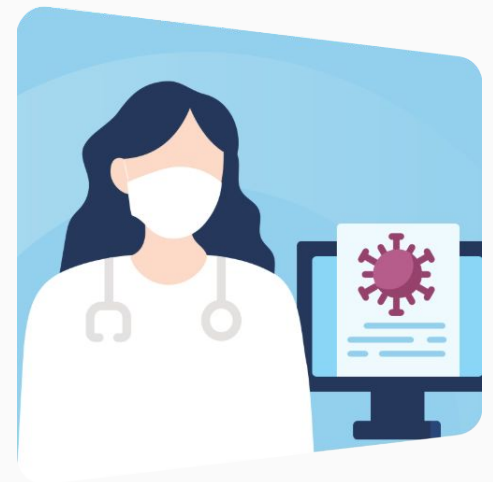
REQUIRED DOCUMENTS FOR SUBMISSION

- Housing Quality Standard Inspection Services Application;

- Project Budget; (1-year Budget. Template Provided)

- Articles of Incorporation and Bylaws;

- Current Certificate of Good Standing from the State of Maryland;

- Federal Tax Exemption Determination Letter (if applicable);

- Copy of Current Housing Inspection and Lead Based Paint Housing Inspection Licenses;

- List of Board of Directors/Project Organizational Chart (must include name, title, email, and phone for each staff position);

- Most Recent Single Audit or Independent Financial Audit.

CONTRACTING REQUIREMENTS

- Certificate of Liability Insurance

  - Professional Liability Errors, and Omissions Insurance (minimum $3 million policy);

  - Worker's Compensation Coverage;

  - General Commercial Liability Insurance (minimum $3 million policy);

  - Business Automobile Liability Insurance (minimum $1 million policy);

  - Fidelity Coverage; and

  - Cyber Liability Insurance (minimum $1 million policy)

- MBE and WBE Participation

- The selected applicant will be reimbursed expenses each month of the Term(s).

EVALUATION FACTORS

- <u>Factor 1 Project Description</u>: The applicant will be evaluated on project scope, experience, and proposed outcomes. Understanding of Baltimore City housing inspection, Federal Housing Quality Standard Inspections, and other related Project services.

- <u>Factor 2 Organizational Capacity</u>: The applicant will be evaluated on operations, fiscal and data capacity, organizational management, and familiarity with government and fiscal contract responsibility.

EVALUATION FACTORS

- Factor 3 Project Work Plan and Staffing Plan: The applicant will be evaluated on the proposed work plan, staffing plan, and depth of dedicated staff available.

- Budget: The applicant must use the MOHS budget template attached in the Solicitation. The Budget shall follow the guidelines as described in the Solicitation announcement and illustrate rates per category with detailed description of line items and budget justification.

Each Project (CoC & HOPWA) will be considered as a separate award, however both Projects are being bid out together (not separately) and may be presented by the applicant as a combined submission utilizing one budget and application for both Projects

PLEASE POST ANY QUESTIONS IN THE CHAT BOX

- We will now mute the webinar for Q&A.

- Please submit your question using the chat function to your right

- If your question is not answered during this Q&A session send an email to

mohs.hsp.application@baltimorecity.gov

THANK YOU FOR YOUR TIME!

Reminder: Submission Deadline is **Friday, March 11, 5:00 p.m.**

All submissions must be in PDF format and emailed to
mohs.hsp.application@baltimorecity.gov

MAYOR'S OFFICE OF
HOMELESS SERVICES